Iowa Disease Surveillance System

Reports Overview

2009 Fall Epi Update

Purpose of Reports

- Reports are used to:
  - View a simple map of disease activity statewide
  - View disease activity in a jurisdiction
  - Identify trends in a jurisdiction
  - Compare information across case/events
  - Find case/events that meet certain criteria
    - Cases reported within the last 2 weeks
    - Cases of a specific disease or serotype
    - Confirmed cases, suspect cases, etc.

Three Report Categories

- Daily Workflow Reports
  - The Local Outstanding Report (local users only)
  - The State Outstanding Report (state users only)
  - Regional/Statewide Outstanding Report (state users only)

- Surveillance Reports
  - Event Counts Map
  - Event Counts Report
  - Event Status Crosstab Report
  - Frequency Report
  - Trends Report

- Special Purpose Reports
  - Disease Query Report
  - PFGE Report
  - Event Detail Report (becomes available when viewing the case/event)

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Daily Workflow Reports

- The State/Local Outstanding Report – provides a current list of all cases for which IDPH or the local public health agency (LPHA) has the next step in the investigation;

  Local Report (local users)
  - The disease is a newly reported, LPHA lead (ex: Salmonellosis)
  - an address & county is identified
  - Investigation complete field does NOT contain a date

  State Report (state users)
  - The disease is newly reported and IDPH is the lead agency(ex: Anthrax)
  - The case has no residential address (IDPH Report)
  - The LPHA has inserted an Investigation complete date
  - The Evaluation complete field does NOT contain a date

- Regional/Statewide Outstanding Report – displays all open investigations organized by Primary Agency.

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Surveillance Reports

- Event Counts Map – displays statewide activity on an Iowa map (unrestricted regardless of user)
- Event Counts Report – cross table of disease by county (restricted to user's jurisdiction)
- Event Status Crosstab Report – snapshot of all disease activity by Event status (restricted to user's jurisdiction)
- Frequency Report – provides frequency by county with statewide summary (restricted to user's jurisdiction)
  - Disease Frequency
  - Serogroup Frequency
  - Serotype Frequency
- Trends Report – allows comparison of disease activity for a specific slice of time across calendar or MMWR years (restricted to user's jurisdiction)
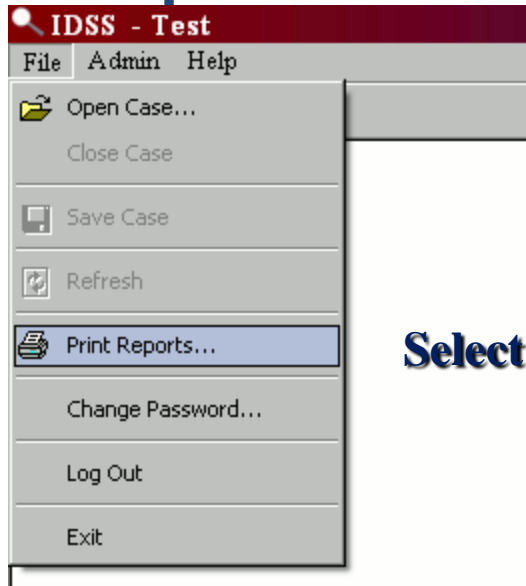
Special Purpose Reports

- Disease Query Report (restricted by user's jurisdiction)
  - Used to find the cases behind the #'s on a different report
  - Used to find certain sets of cases (ex: cases with same disease or serogroup)
- PFGE Report (restricted by user's jurisdiction)
  - allows users to find cases with matching PFGE and CDC Cluster codes

- Event Detail Report (available only when case is open)
  - Provides all details from IDSS for a specific case
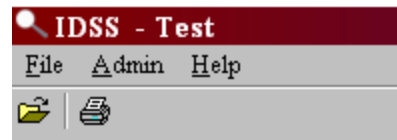 - Report format mirrors screens and field layout in IDSS

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Steps in Generating a Report

- Selecting the proper report
  - See "Iowa Disease Surveillance System Report Matrix" for information
    - ➢ Posted at http://www.idph.state.ia.us/adper/idss.asp
- Selecting the appropriate output format
  - PDF: a common document format; cannot be manipulated
  - Excel: a common spreadsheet format; can be manipulated using MS Excel or other compatible analysis software with some reformatting
  - CSV: a common raw data format; allows manipulation in analysis software such as MS Excel or other analysis software with very little reformatting
- Determining 'Filter' criteria
- Generating the report
- Viewing, saving, or printing report

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Open the Report Wizard

IDSS - Test

File　Admin　Help

- 📂 Open Case...
- Close Case
- 💾 Save Case
- 🔄 Refresh
- 🖨 Print Reports...
- Change Password...
- Log Out
- Exit

Select the File menu, then click on Print Reports…

IDSS - Test

File　Admin　Help

📂 🖨

OR

Click on the Printer icon

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Selecting Report and Format
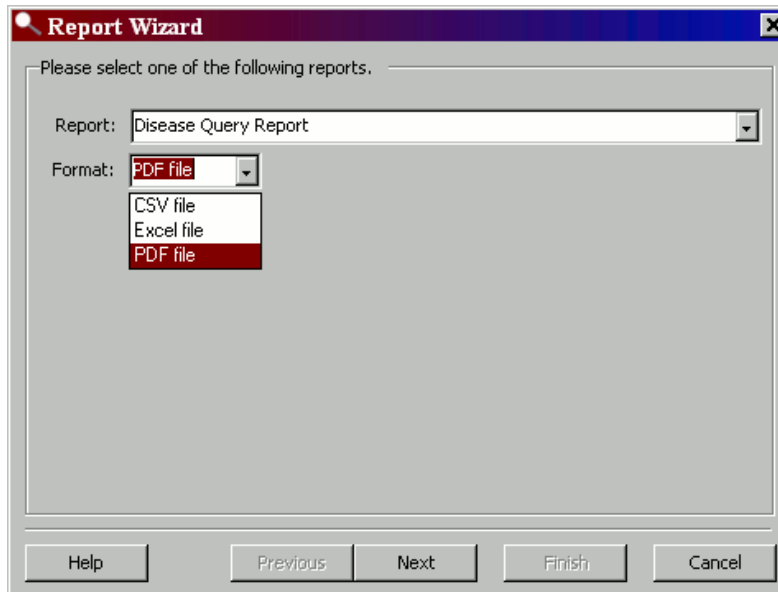
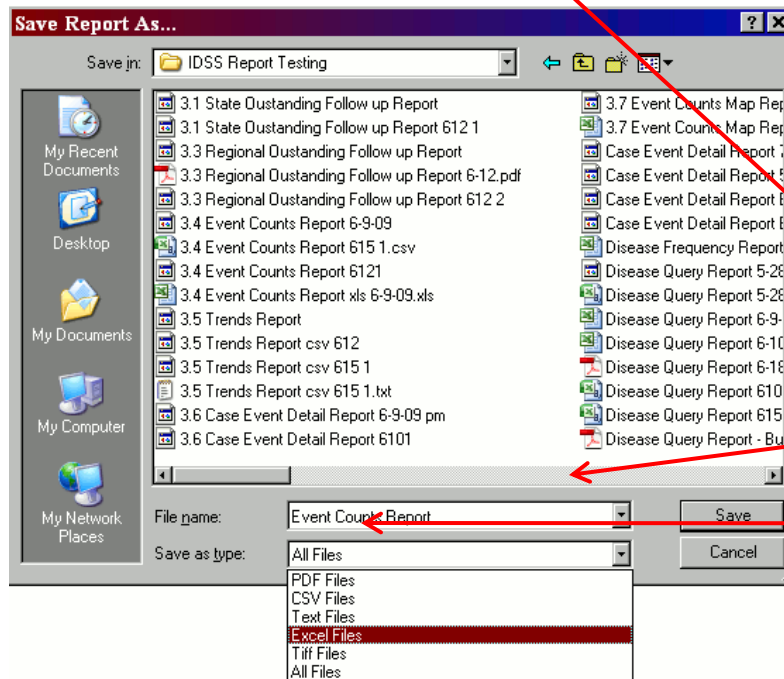The first screen of the reports module is used by the user to tell the system 2 things:

1. Which report to generate. Many reports are available.

2. What format in which to generate the report…
   - A. PDF – the default format; an un-editable image viewed with Adobe Reader.
   - B. Excel format – allows for export and manipulation of data (sorting, counting, adding calculations to a spreadsheet).
   - C. CSV – a more raw, comma delimited format also allows for export and manipulation of data)

NOTE: When selecting Excel or CSV formats, you are required to save a file.

Reports in Excel or CSV Format

When selecting to generate a report in either Excel or CSV format, you are required to save the generated report before you can open it for viewing.

These will be the last steps in generating a report.

1. Select the location where you want to save the report (the Save in drop-down allows users to browse to different locations on their PC or network)
2. Name the report – adding a date to the name is recommended
3. Select the "Type" (same format you selected in IDSS); this is an optional step that will make the file easier to find and open.
4. Click the Save button.

Save Report As...

Save in: IDSS Report Testing

My Recent Documents
- 3.1 State Oustanding Follow up Report
- 3.1 State Oustanding Follow up Report 612 1
- 3.3 Regional Oustanding Follow up Report
- 3.3 Regional Oustanding Follow up Report 6-12.pdf
- 3.3 Regional Oustanding Follow up Report 612 2
- 3.4 Event Counts Report 6-9-09
- 3.4 Event Counts Report 615 1.csv
- 3.4 Event Counts Report 6121
- 3.4 Event Counts Report xls 6-9-09.xls
- 3.5 Trends Report
- 3.5 Trends Report csv 612
- 3.5 Trends Report csv 615 1
- 3.5 Trends Report csv 615 1.txt
- 3.6 Case Event Detail Report 6-9-09 pm
- 3.6 Case Event Detail Report 6101
- 3.7 Event Counts Map Rep
- 3.7 Event Counts Map Rep
- Case Event Detail Report
- Case Event Detail Report
- Case Event Detail Report
- Case Event Detail Report
- Disease Frequency Report
- Disease Query Report 5-28
- Disease Query Report 5-28
- Disease Query Report 6-9-
- Disease Query Report 6-10
- Disease Query Report 6-18
- Disease Query Report 610
- Disease Query Report 615
- Disease Query Report - Bu

File name: Event Counts Report

Save as type: All Files
- PDF Files
- CSV Files
- Text Files
- Excel Files
- Tiff Files
- All Files

Save
Cancel

NOTE: Reports may contain confidential information and should be stored in secure network locations limited to authorized IDSS users.

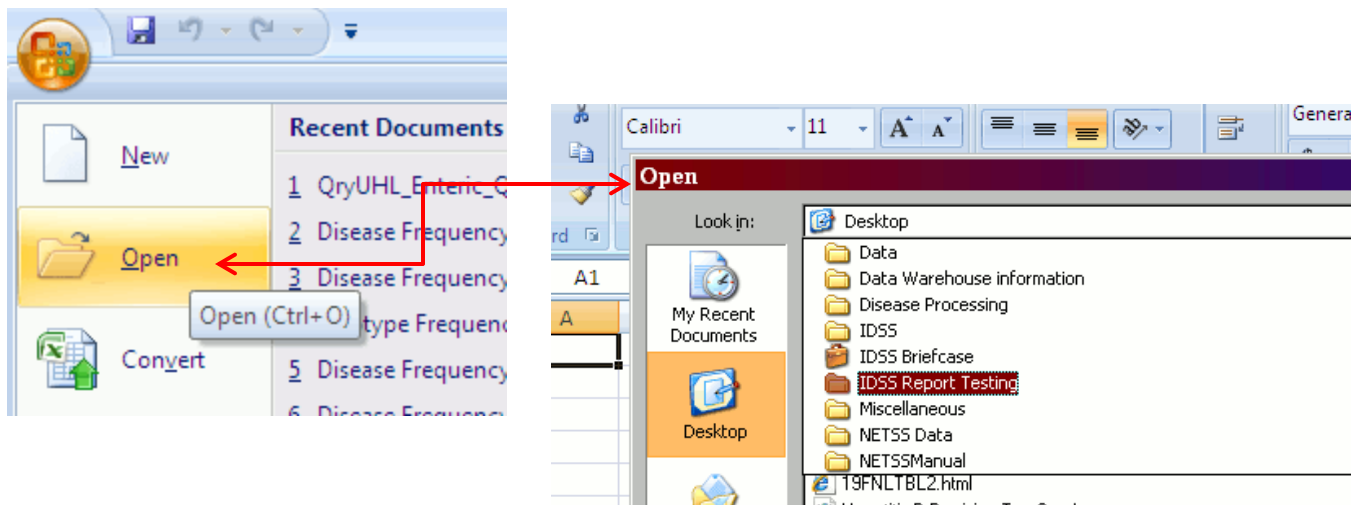Iowa Department of Public Health IDSS Training

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Opening a Saved Report
(pt. 1 – Excel format)

First open MS Excel (or your spreadsheet software)

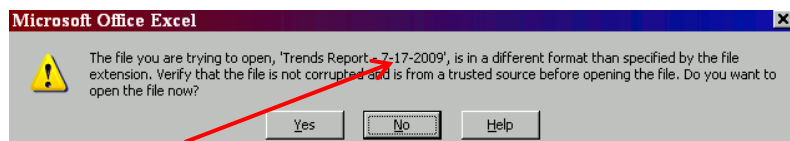**Second, find the location of the saved report by using the open FROM WITHIN EXCEL.**

If the report was saved in Excel format, the report will simply open.

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Opening a Saved Report (pt. 2 – CSV format) 1

Open MS Excel and find your saved file FROM WITHIN EXCEL as before.

You may see a warning, just click the Yes button.

NOTE:

•**If you are unfamiliar with using Excel to manipulate data, it is recommended that you consult with another staff member that has experience before generating reports in CSV format.**

•**The next few steps look pretty technical, but are very simple to accomplish.**

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Opening a Saved Report (pt. 2 – CSV format) 2

The Text Import Wizard will automatically open to step 1 of 3.

Make sure "Delimited" is the selected original data type.

Make sure Start import row is set to 1.

Click the Next button.

Opening a Saved Report (pt. 2 – CSV format) 3

Make sure that only "Comma" has a check next to it. Click to clear the check next to any other "Delimiters."

Make sure that the Text qualifier is set to double quotes.

Click the Next button.

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Opening a Saved Report (pt. 2 – CSV format) 3

If you wish to format specific fields in the data (such as a date field), this is accomplished in Step 3 of 3 in the Text Import Wizard:
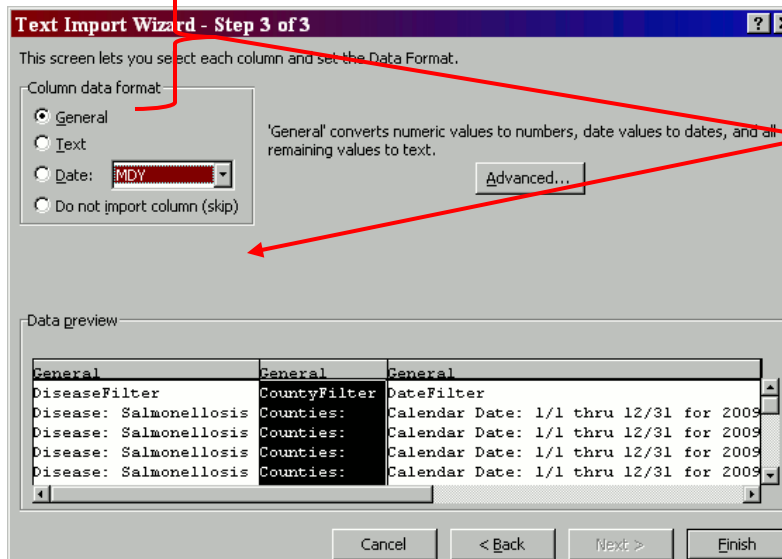
- **Select the field heading (1 at a time)**
- **Select the format type in the Column data format section of this wizard.**
- **Click Finish.**
- **The report will open in a spreadsheet.**

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Filtering the Data

- A basic part of simple analysis is isolating case/events that meet certain meaningful criteria used to answer a specific question.
- IDSS provides a number of selections that allow the user to filter out case/events that do not meet selected criteria.
- Filter selections may be different depending on the report, but include:
  - Disease or diseases
  - County or counties
  - Event status or Event Statuses
  - Follow up progress (points in the investigation lifecycle)
  - Outbreak
  - Exposure setting
  - Serogroup or serotype
  - Time frame

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Disease Filter

Report Wizard - Disease Query Report

Please select one of the following options for report filter criteria.

- ○ All diseases
- ○ Common diseases
- ○ Rare diseases
- ● Select disease

Disease:
- Q Fever hx
- Rabies (human)
- **Rocky Mountain spotted fever**
- Rubella (including congenital)
- **Salmonellosis**
- **Shigellosis**
- Smallpox

[Help] [Previous] [Next] [Finish] [Cancel]

- •4 selection methods are available:
    1. All diseases
    2. Common diseases*
    3. Rare diseases*
    4. Select disease
- •If "Select disease" is marked,
    ○ one,
    ○ more than one, or
    ○ all diseases can be selected
- •If nothing is selected in a filter, all items in the filter are selected by default.

*All diseases have been classified as Common or Rare
See Chapter 6 – Generating Reports in the IDSS manual, p. 92, for a list of common diseases

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County, Event Status, Follow up

The '**Counties**' filter displays all the residential county values of case records available to your jurisdiction. Make a selection to limit records by county.

Event status is an indicator of how closely the disease details of any case record align with the CDC Case Definition. Confirmed and Probable are the only values counted in an official number.
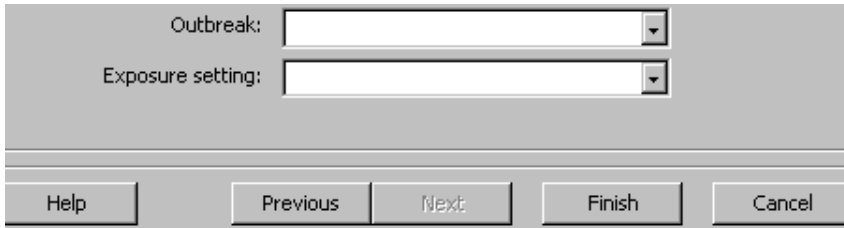
Follow up progress: describes the latest stage where a case is in the lifecycle of a case. Make a selection to limit records to a particular stage or stages.

Note: all of these are multi-select. If nothing is selected in a particular filter, all values will be included in report.

Outbreak and Exposure Setting

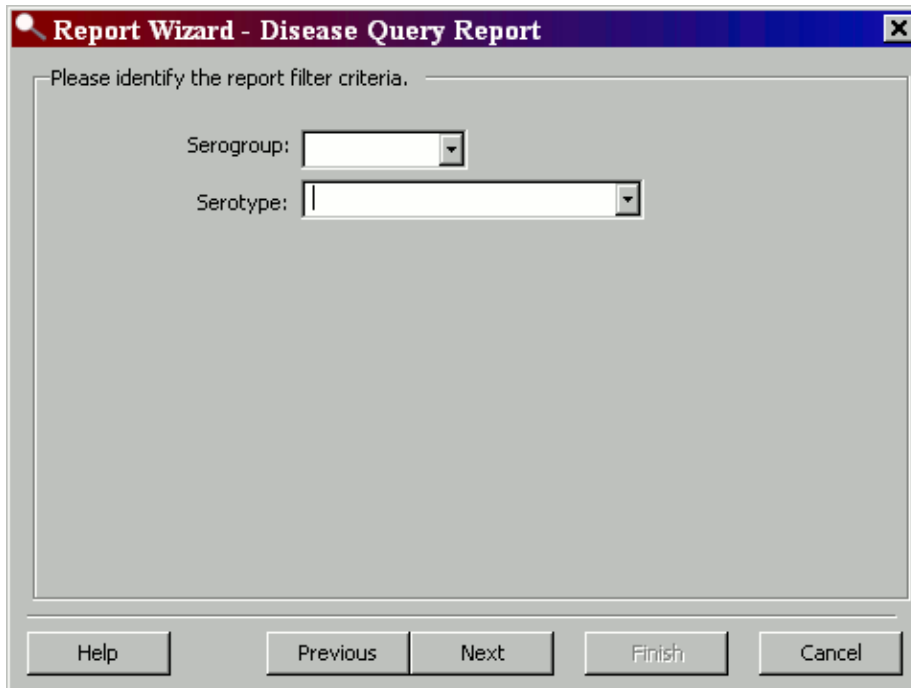The Outbreak filter can be used to select
records associated with a specific outbreak.

Outbreak:	[▼]
Exposure setting:	[▼]

Help	Previous	Next	Finish	Cancel

The Exposure Setting filter can be used to
select records associated with a specific
Exposure Setting.

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Serogroup and Serotype

Report Wizard - Disease Query Report

Please identify the report filter criteria.

Serogroup: [▼]

Serotype: [▼]

| Help | | Previous | Next | Finish | Cancel |

Filter only available for some reports.

Serogroup: refers to an organism subtype set on some diseases. The drop-down list populates based on the disease(s) selected in the Disease filter. Limits records to a specific Serogroup when selected.

Serotype: refers to an organism subtype set on some diseases. The drop-down list populates based on the disease(s) selected in the Disease filter. Limits records to a specific Serotype when selected.

Only single selection available for both filters.

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Timeframe Filter

Report Wizard - Disease Query Report

Please select one of the following options for report filter criteria.
- ● MMWR Date System
- ○ Calendar Date System
- ○ Calendar Date Time System

MMWR Date System
- MMWR Week beginning:
- MMWR Week ending:
- MMWR Year beginning:
- MMWR Year ending:

Calendar Date System
- Beginning:
- Ending:

Calendar Date Time System
- From:

Finish   Cancel

Maximum of 3 calendar systems filters available for reports.

Calendar Date System
- based on the normal Julian calendar
- Must select beginning and ending dates

Calendar Date Time System
- only available on Disease Query Report
- keys exclusively on Date Reported to IDPH
- Returns records first saves at or after the date and time entered in this field

MMWR Date System
It closely follows the normal Julian calendar with the exception that:
- First day of first week always Sunday
- Last day of last always Saturday
- Must specify beginning and ending weeks
- Must specify beginning and ending years

Every week is numbered 1 to 52 or 53.

Priority of Dates in IDSS – reports use first date found
1. Onset date, if present
2. Result date of earliest lab record, if present
3. Diagnosis date, if present
4. Date reported to IDPH –always present on a saved case

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Trends Report Timeframe Filter

The Trends Report has an additional filter that allows the user to select a specific slice of time within a calendar year to compare across years.

For example, the outdoor water recreation season can be selected for the current year and compared across 2 or more consecutive or non-consecutive years.

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Report Exception Errors
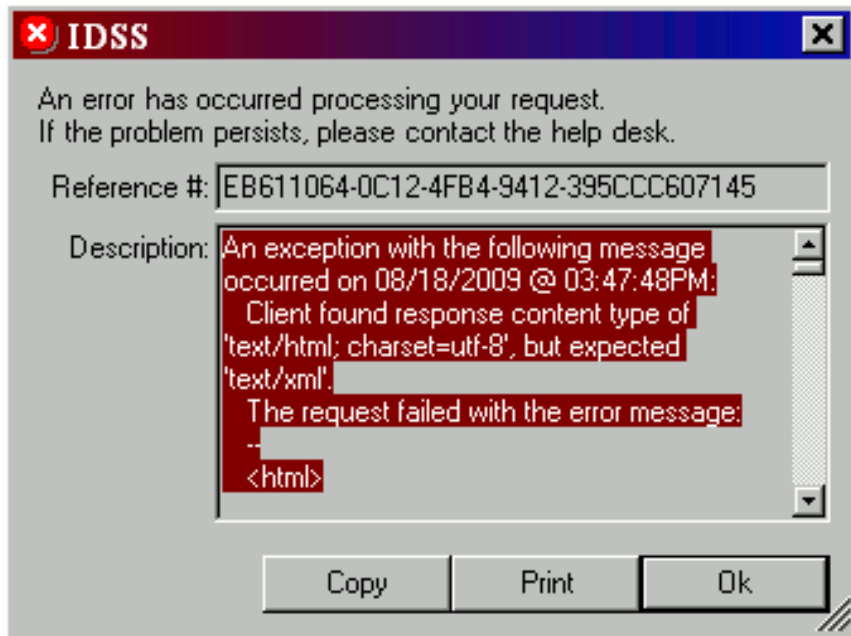
- Users may experience an exception error if filter criteria return a report that will exceed 300 printed pages
- This should not occur on any report where "All" is one of the time frame filter options
- This type of error may be experienced on the following Case Detail reports:
  - Disease Query Report
  - PFGE Report
- The file transfer is different from a straightforward download and becomes a challenge with a file this large.

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Any Questions?

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